



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 1600.1C

Code 030

11 March 1994

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 1600.1C

From: Commanding Officer

Subj: MERITORIOUS MAST AND REQUEST MAST

Ref: (a) MILPERSMAN 3410200
(b) U. S. Navy Regs
(c) OPNAVINST 3120.32B, Article 520.63

1. Purpose. To publish the procedures governing Commanding Officer's Meritorious Mast and Request Mast.

2. Cancellation. NAVHOSP29PALMSINST 1600.1B.

3. Procedures. The Commanding Officer holds mast to investigate reports, assign punishments and give awards or commendations to personnel who have earned them. References (a) through (c) provide amplification for Commanding Officer's Meritorious Masts and Request Masts. This Command's procedures for these masts are as follows:

a. Meritorious Mast. Whenever an enlisted person performs noteworthy or commendable acts beyond the usual requirements of duty, or displays exceptional energy, judgement or initiative, a written report may be submitted by the immediate supervisor or any other person having knowledge of the act. Requests for mast are submitted via the chain of command to the Commanding Officer. The original letter will be presented to the individual and a copy forwarded to Personnel Support detachment (PSD) for entry into the service record and the Public Affairs Officer.

b. Request Mast. At an appropriate time and place, staff personnel may present to the Commanding Officer requests, reports, statements or grievances via the normal chain of command. Should the request be satisfied prior to receipt by the Commanding Officer, the matter will be terminated. All enlisted personnel shall be interviewed by the Command Master Chief and all officers shall be interviewed by their Directors, as appropriate, in an attempt to resolve issues at the lowest level possible.

4. Applicability. This instruction is applicable to all personnel aboard Naval Hospital, Twentynine Palms, California.

C. S. Chitwood

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Distribution:
List A